



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

LAW ENFORCEMENT TRNG INSTR II-TELECOMM

Job Number: 20000710

Job Code: 24480V161016

Job Group: 2400 - AUXILIARY LAW ENFORCEMENT

Job Established: 08/16/1995

Job Revised: 10/16/2016

Grade: 14 Salary (MIN - MID):

\$18,075-\$23,944 - Hourly

\$2,937.20-\$3,890.90 - 37.5 Hr. Monthly Salary

\$3,133.00-\$4,150.30 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides classroom instruction and develops instructional materials and lesson plans in general law enforcement telecommunications, Law Information Network or Kentucky informational systems, National Crime Information Center System, telecommunications data base files and the supervision of law enforcement telecommunication operations and centers. Coordinates orientation and on-the-job training of instructional staff; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have three years of experience as a dispatcher in a law enforcement agency and four years of experience as a Law Enforcement Training Instructor-Telecommunications or Law Enforcement Training Instructor.

Substitute EDUCATION for EXPERIENCE:

A master's degree will substitute for two years of the law enforcement training instructor experience. Successful completion of either the Certificate of Supervisory Essentials (CSE) course or the Certificate of Management Fundamentals (CMF) course offered by the Governmental Services Center (GSC) will substitute for one year of experience as a Law Enforcement Training Instructor.

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must have completed 120 clock hours of in-service or equivalent continuing education credits approved by the Department of

Criminal Justice Training while employed as a Law Enforcement Training Instructor I - Telecommunications or Law Enforcement Training Instructor I. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Plans, develops and utilizes materials, equipment and training techniques in telecommunications. Coordinates visits by guest instructors. Instructs trainees. Coordinates trainees' schedules. Advises and counsels trainees to encourage professional development and improvement. Prepares and presents written and oral reports. Prepares curriculum, conducts class research, and teaches training courses to other police instructors. Acts as section supervisor when designated.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title perform work in a classroom and/or simulated training setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.